

Nebraska Information Technology Commission

Project Proposal Form

**New or Additional State Funding Requests
for Information Technology Projects**

FY2007-2009 Biennium

Project Title	Expansion of Falcon DMS to Agencywide Use
Agency/Entity	ROADS

Project Proposal Form
FY2007-2009 Biennium

Notes about this form:

1. **USE.** The Nebraska Information Technology Commission (“NITC”) is required by statute to “make recommendations on technology investments to the Governor and the Legislature, including a prioritized list of projects, reviewed by the technical panel, for which new or additional funding is requested.” Neb. Rev. Stat. §86-516(8) In order to perform this review, the NITC and DAS Budget Division require agencies/entities to complete this form when requesting new or additional funding for technology projects.
2. **WHAT TECHNOLOGY BUDGET REQUESTS REQUIRE A PROJECT PROPOSAL FORM?** See the document entitled “Guidance on Information Technology Related Budget Requests” available at <http://www.nitc.state.ne.us/forms/>.
3. **DOWNLOADABLE FORM.** A Word version of this form is available at <http://www.nitc.state.ne.us/forms/>.
4. **SUBMITTING THE FORM.** Completed project proposal forms should be submitted as an e-mail attachment to rick.becker@nitc.ne.gov.
5. **DEADLINE.** Completed forms must be submitted by September 15, 2006 (the same date budget requests are required to be submitted to the DAS Budget Division).
6. **QUESTIONS.** Contact the Office of the CIO/NITC at (402) 471-7984 or rick.becker@nitc.ne.gov

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Section 1: General Information

Project Title	Expansion of Falcon DMS to Agencywide Use
Agency (or entity)	Roads

Contact Information for this Project:

Name	Bill Wehling
Address	1500 Highway 2
City, State, Zip	Lincoln, NE 68502
Telephone	402.479.3986
E-mail Address	bwehling@dor.state.ne.us

Section 2: Executive Summary

Provide a one or two paragraph summary of the proposed project. This summary will be used in other externally distributed documents and should therefore clearly and succinctly describe the project and the information technology required.

To expand the Falcon Document Management System license to cover all agency (NDOR) employees and acquire the Automate Program Interfaces (APIs) to allow interfacing to in-house developed applications.

Section 3: Goals, Objectives, and Projected Outcomes (15 Points)

1. Describe the project, including:
 - Specific goals and objectives;
 - 1) Allow the Falcon Document Management System to be used by anyone within the agency;**
 - 2) Acquire the APIs that will allow our in-house applications to seamlessly interact with Falcon.**
 - 3) Expand the use of Falcon beyond the engineering documents to all agency documents (as feasible)**
 - Expected beneficiaries of the project; and
NDOR employees, specifically Right-of-way, Human Resources, and Design.
 - Expected outcomes.
Provide benefits by improving the business process of document creation, storage, and retrieval.

2. Describe the measurement and assessment methods that will verify that the project outcomes have been achieved.

Increasing the number of types of documents stored in Falcon, the documents being accessed by more agency employees, increasing the ease and timeliness of document access.

3. Describe the project's relationship to your agency comprehensive information technology plan.

This project is a part of the plan.

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Section 4: Project Justification / Business Case (25 Points)

4. Provide the project justification in terms of tangible benefits (i.e. economic return on investment) and/or intangible benefits (e.g. additional services for customers).
Currently the same document is stored multiple times in various locations within the department. This will decrease the square footage of storage. It will also allow multiple individuals to view the document at the same time (make information on the document available anytime anywhere) and ensure that everyone is working with the latest or final document.
5. Describe other solutions that were evaluated, including their strengths and weaknesses, and why they were rejected. Explain the implications of doing nothing and why this option is not acceptable.
In 2000 the products that addressed the storage, management, and retrieval of engineering documents (electronically generated or scanned in) were investigated with several companies making presentations. tsaADVET's FALCON DMS was selected as the only one that satisfied the requirements of the department. Since 2000 we have invested \$491,000 in the software licensing, customization, and training. In addition we have invested \$347,250 in annual maintenance and support since 2003. It does not make fiscal sense to ignore this and look for another product to accomplish what Falcon currently does. In all likelihood, it would be more expensive to license, implement, and retrain our current users.
6. If the project is the result of a state or federal mandate, please specify the mandate being addressed.
NA

Section 5: Technical Impact (20 Points)

7. Describe how the project enhances, changes or replaces present technology systems, or implements a new technology system. Describe the technical elements of the project, including hardware, software, and communications requirements. Describe the strengths and weaknesses of the proposed solution.
This is an expansion of currently used technology. It will allow the functionality to be made available within in-house developed applications.
8. Address the following issues with respect to the proposed technology:
 - Describe the reliability, security and scalability (future needs for growth or adaptation) of the technology.
The only issue with this is the purchase of additional licenses for other state agency use. I would hazard a guess that a significant discount could be negotiated.
 - Address conformity with applicable NITC technical standards and guidelines (available at <http://www.nitc.state.ne.us/standards/>) and generally accepted industry standards.
To the best of my knowledge this is as compatible with the technical standards as any other document management product.
 - Address the compatibility with existing institutional and/or statewide infrastructure.
It is compatible with the existing infrastructure.

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Section 6: Preliminary Plan for Implementation (10 Points)

9. Describe the preliminary plans for implementing the project. Identify project sponsor(s) and examine stakeholder acceptance. Describe the project team, including their roles, responsibilities, and experience.

The Automated Right-of-way Management System (ARMS) is currently awaiting the acquisition of the APIs to incorporate document management capability within that application.

10. List the major milestones and/or deliverables and provide a timeline for completing each.

This is a software upgrade. Once the purchase order has been received by the company, the software will be delivered within 30 days, and will be installed within 15 days after receipt.

11. Describe the training and staff development requirements.

The only training necessary is to the applications development staff to learn how to use the APIs. Then as applications are developed to use Falcon DMS in their solution the appropriate users will need to be trained in how to use the application and the interface to Falcon.

12. Describe the ongoing support requirements.

Annual vendor maintenance and support agreement costs. In addition, one employee is 90% dedicated to provide administration and technical usage support.

Section 7: Risk Assessment (10 Points)

13. Describe possible barriers and risks related to the project and the relative importance of each.

None within NDOR. This could run into a barrier if we have to have one DMS for all state agencies.

14. Identify strategies which have been developed to minimize risks.

Working with CIO's Office on this project.

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Section 8: Financial Analysis and Budget (20 Points)

15. Financial Information

Financial and budget information can be provided in either of the following ways:

- (1) If the information is available in some other format, either cut and paste the information into this document or transmit the information with this form; or
- (2) Provide the information by completing the spreadsheet provided below.

Instructions: Double click on the Microsoft Excel icon below. An imbedded Excel spreadsheet will be launched. Input the appropriate financial information. Close the spreadsheet. The information you entered will automatically be saved with this document. If you want to review or revise the financial information, repeat the process just described.



Excel Spreadsheet
(Double-click)

16. Provide a detailed description of the budget items listed above. Include:

- An itemized list of hardware and software.
Falcon DMS Enterprise (all modules all NDOR users)
- If new FTE positions are included in the request, please provide a breakdown by position, including separate totals for salary and fringe benefits.
None
- Provide any on-going operation and replacement costs not included above, including funding source if known.
Annual vendor maintenance and support - \$255,000
Annual FTE support - \$45,000
- Provide a breakdown of all non-state funding sources and funds provided per source.
None

17. Please indicate where the funding requested for this project can be found in the agency budget request, including program numbers.

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 Section 8: Financial Analysis and Budget

(Revise dates as necessary for your request.)

	Estimated Prior Expended	Request for FY2007-08 (Year 1)	Request for FY2008-09 (Year 2)	FY2009-10 (Year 3)	FY2010-011 (Year 4)	Future	Total
1. Personnel Costs							\$ -
2. Contractual Services							
2.1 Design							\$ -
2.2 Programming							\$ -
2.3 Project Management							\$ -
2.4 Other							\$ -
3. Supplies and Materials							\$ -
4. Telecommunications							\$ -
5. Training							\$ -
6. Travel							\$ -
7. Other Operating Costs							\$ -
8. Capital Expenditures							
8.1 Hardware							\$ -
8.2 Software							\$ -
8.3 Network		\$ 494,250.00					\$ 494,250.00
8.4 Other			\$ 253,733.00	\$ 253,733.00	\$ 253,733.00	\$ 253,733.00	\$ 1,014,932.00
TOTAL COSTS	\$ -	\$ 494,250.00	\$ 253,733.00	\$ 253,733.00	\$ 253,733.00	\$ 253,733.00	\$ 1,509,182.00
General Funds							
Cash Funds		\$ 494,250.00	\$ 253,733.00	\$ 253,733.00	\$ 253,733.00	\$ 253,733.00	\$ 1,509,182.00
Federal Funds							\$ -
Revolving Funds							\$ -
Other Funds							\$ -
TOTAL FUNDS	\$ -	\$ 494,250.00	\$ 253,733.00	\$ 253,733.00	\$ 253,733.00	\$ 253,733.00	\$ 1,509,182.00